

FY2005 EDI-SPECIAL PROJECTS PLANNING GRANT APPLICATION

**ALL APPLICATION MATERIALS
SHOULD BE SUBMITTED BY DECEMBER 31, 2005.**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY PLANNING AND DEVELOPMENT
WASHINGTON, DC 20410

APPLICATION FOR
FY 2005
ECONOMIC DEVELOPMENT INITIATIVE-SPECIAL PROJECT
PLANNING GRANTS

WHO IS ELIGIBLE AND MAY APPLY: Only the entity named by Congress in the Congressional FY 2005 Conference Report is eligible to apply for grant funds.

To receive this grant award an application must be submitted by the entity named by Congress, and be approved by HUD. Grant funds may only be released following HUD approval of the application, the environmental certification of compliance and the request for release of funds. An account in HUD's Line of Credit Control System (LOCCS) must also be established in order to access grant funds.

WHAT TO SUBMIT: An original and three copies of these five items:

1. **Standard Form 424**
2. **HUD Form 424-B**
3. **A project narrative not to exceed one page**
4. **A budget for the use of the full amount of the EDI-Special Purpose grant only**
5. **Standard Form LLL (Disclosure of Lobbying Activities)**
6. **Acknowledgment of Receipt of Application**

Instructions for completing the application and required forms are included in ATTACHMENT I of this Application Kit.

WHERE TO SUBMIT: Submit the original application and two copies to:

Processing and Control Branch, Room 7251
Attn: **FY 2005** EDI-Special Projects
Congressional Grants, CPD
U.S. Dept. of Housing and Urban Development
451 Seventh St., SW
Washington, DC 20410

Submit an additional copy of the application to the local HUD Field Environmental Office for your jurisdiction, listed in ATTACHMENT II of this Application Kit.

WHEN TO SUBMIT:

To satisfy the intent of Congress and meet your local needs, you should submit your application as soon as possible. HUD strongly recommends that you submit your completed application within 60 days after receipt of this application kit, so that the Department may respond promptly to both Congress and to your local needs.

HOW EDI-SP GRANT FUNDS ARE MADE AVAILABLE:

Your grant funds will be available to you once all documents and forms have been received and approved by HUD and a LOCCS account has been established.

Upon receipt of your application, the Congressional Grants Division will review your application to verify that:

1. All forms are correctly completed and properly executed;
2. The proposed activities are consistent with those specified in the FY 2005 Conference Report (HR 108-792); and
3. The environmental review process as described in Attachment II of this Application Kit is underway.

Upon approval of the application, HUD will send you a grant agreement, related forms, and guidance for completing the LOCCS financial forms for the electronic transfer of funds to your bank account.

As the grantee, you are responsible for managing the project and ensuring the proper use of the funds. You are also responsible for ensuring the completion of the project, its proper close-out and compliance with all applicable federal requirements. As the grantee, you may pass funds through to one or more sub-grantees, as identified in your application and in the grant agreement, and as the grantee you are responsible for ensuring each sub-grantee's compliance with federal requirements.

The entire process, from application receipt, verification, approval, Congressional notification, environmental clearance, and authorization for electronic fund withdrawal, may take from 60 to 90 days.

LEGAL REQUIREMENTS:

A. REQUIREMENTS UNDER THE CONSOLIDATED APPROPRIATIONS ACT OF 2005 (PL 108-447) (THE ACT)

Planning and Program Operation Cost Issues

In describing your project, the Conference Report used language identifying it as a “planning grant”. Since the Act exempts “Planning Grants” from the general 20 percent limitation imposed by the Act upon the use of EDI funds for planning, management development, and administrative costs, the entirety of the grant amount may be expended for these costs

In describing the use of EDI funds the Act also states that: “none of the [EDI] funds provided under this paragraph may be used for program operations.” Be advised that none of the EDI funds awarded to the project may be used for **program operational costs**. You must prepare a simple project budget statement identifying the use of the EDI funds. Please keep the administrative and operational cost limitations in mind as you prepare your project budget. Please keep the prohibition on the use of EDI funds for program operational costs in mind as you prepare the project budget statement.

Limitation on Reimbursement of Incurred Costs

The Act requires that funds provided for projects shall not be used for reimbursement of expenses incurred prior to enactment of the Act on December 8, 2004.

DUN AND BRADSTREET REQUIREMENT

Beginning October 1, 2003, any applicant seeking funding directly from HUD, or other Federal agencies, must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and include it on its SF 424 Application for Federal Financial Assistance submission. Failure to provide a DUNS number will prevent you from obtaining an award. Individuals who would personally apply for Federal financial assistance, apart from any governmental, business or nonprofit organization they may represent, are excluded from the requirement to obtain a DUNS number. This policy is pursuant to Office of Management and Budget (OMB) policy issued in the Federal Register on June 27, 2003 (68 FR 38402, June 27, 2003)

Applicants may obtain a DUNS number by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 between 8 a.m. and 6 p.m. (local time of the caller when calling from within the United States).

B. REGULATIONS THAT APPLY TO YOUR GRANT:

1. 24 CFR Part 85 and OMB Circulars A-87 and A-133 apply to State and Local Governments and Indian Tribal Governments.
2. 24 CFR Part 84 and OMB Circulars A-122 and A-133 apply to Academic Institutions, Hospitals, and Non-Profit Organizations.
3. 24 CFR Part 58 concerning environmental review of your project applies to all Congressional Grant Recipients.
4. Davis-Bacon requirements apply only when your project is supported with other funds that require adherence to the Davis-Bacon Act.

C. REGULATIONS THAT DO NOT APPLY TO YOUR GRANT:

1. HUD regulations for the competitive Economic Development Initiative and the Community Development Block Grant programs.
2. Davis-Bacon requirements, unless your project is also supported by other funds which do require adherence to the Davis-Bacon Act.

D. ENVIRONMENTAL REVIEW REQUIREMENTS:

HUD reminds all applicants that no EDI grant funds should be committed to a project and no EDI grant funds can be drawn down for the project until an environmental review has been completed.

This environmental review must be done by a “responsible entity” [(24 CFR 58.2 (7))], which is normally the unit of general local government within which the project is located that exercises land use responsibility, or the Indian Tribe or Alaskan Native Village jurisdiction within which the project is located that exercised land use responsibility.

If you plan to use your EDI-Special Project funds for such work as architectural and engineering or technical assistance, then the environmental review by a responsible entity may be as simple as documenting that these activities are excluded from any further review.

If, however, your EDI-Special Project involves, for example acquisition or disposition of real property, change in land use or physical change of land or buildings, HUD’s release of funds to your bank account **may not** occur until HUD has received and approved an environmental certification by a unit of general local government, an Indian Tribe or an Alaskan Native Village with jurisdiction over the project, or in some instances the county or state, if HUD so determines.

Additional information about the mandatory environmental review is provided in Attachment II of this Application Kit, along with a listing of the local HUD Field Environmental Officer in your jurisdiction.

ENVIRONMENTAL REVIEW REMINDER

REMEMBER: You may not take any actions nor commit any HUD or any non-HUD funds which would cause actions that are choice-limiting among reasonable alternatives or would produce an adverse environmental impact, before HUD has approved the environmental certification of compliance, and the request for release of funds. Therefore, you are encouraged to have the environmental review process started as soon as possible.

ATTACHMENT I

INSTRUCTIONS FOR COMPLETING THE SF424

Frequently asked questions for completing the new Office of Management and Budget (OMB) Application for Federal Financial Assistance.

Attachment I includes (a) SF 424 cover page; (b) instructions for the SF 424 cover page, and; (c) applicant assurances and certifications (HUD 424 –B).

SF 424 Frequently asked questions for each numbered item:

1. If construction project, check construction box
If not construction, check non-construction box
If both, check both boxes
Pre-Application boxes are not applicable (leave blank).
2. Enter date sent to HUD
3. Leave blank
4. Leave blank
5. Enter information
6. Enter information
7. Enter information
8. Check Appropriate Box
9. Enter HUD
10. Leave blank
11. Attach brief description of project
12. Not applicable
13. Enter information
14. Enter information
15. Enter estimated funding information for the full amount of the EDI grant ONLY.

16. Not applicable (Check box that states NO)

17. Check Appropriate Box

18. Enter information

PROJECT DESCRIPTION AND PROJECT BUDGET REMINDER

REMEMBER: You must include a brief project description that is consistent with the Congressional authorization for the use of the grant. You must also include a project budget that is consistent with that Congressional authorization and with the legal requirements described in this Application Kit. No pre-printed federal budget form is required for this grant. Your project budget should not include any other sources of funding and should add up to only the Congressional grant amount.

**Acknowledgment of Receipt
of Application for A
FY 2005 EDI – SPECIAL PROJECT Grant**

U.S. Department of Housing
and Urban Development
Washington, DC 20410

Type or clearly print your name and return address in the space below.

fold line

**To Be Signed/Dated Below by HUD Processing and Control Branch, Room 7251, 451
Seventh Street, SW, Washington, DC 20410:**

We have received your application for a **FY 2005 grant**. **The Congressional Grants Division** **will** review your application and contact you if any more information is needed. Otherwise, you should receive an approval package in the near future.

Processor's Name: _____

Date of Receipt: _____

ATTACHMENT II
SUMMARY OF ENVIRONMENTAL REQUIREMENTS
FOR **FY-2005** EDI-SPECIAL PROJECTS

Since passage of the Multifamily Housing Property Disposition Act of 1994, units of general local government are authorized to carry out federal environmental review responsibilities under the National Environmental Protection Act (NEPA) and related authorities pursuant to 24 CFR Part 58 for many projects funded by HUD, including your EDI-Special Project.

1. WHAT IS THE ENVIRONMENTAL REVIEW?

An environmental review is the process of considering the environmental impact of a project that is to receive EDI-Special Project funding. This review process is described in 24 CFR Part 58. The process includes performing an environmental impact analysis that covers the provisions of the National Environmental Policy Act and related environmental laws and regulations. If the review results in a “Finding of No Significant Environmental Impact,” then a prescribed public notification is required, as well as a formal request to HUD for release of the grant funds from environmental conditions.

The scope of the environmental review depends on the scope of your project. For complex projects, the review could include a full technical analysis, consultation with the State Historic Preservation Officer, and two weeks notice in a local newspaper. For certain other projects, the environmental review could be simply a letter prepared by the responsible entity stating the project is exempt or excluded from any further review. The HUD environmental officer listed on the following pages can advise you and the responsible entity about these requirements.

2. WHO DOES THE ENVIRONMENTAL REVIEW?

Only a “responsible entity” may take responsibility for conducting the environmental review that is needed for each FY **2005** EDI-special project. This responsible entity is normally the local government, Indian Tribe, or Alaskan Native Village within which your project is located and which exercises land use responsibility.

Conversely, a non-governmental entity or a governmental entity that does not exercise land use control authority over the site cannot conduct the environmental review.

The responsible entity is legally responsible for the administration of environmental laws and rules and HUD regulations implementing them.

If you are a unit of local government, Indian Tribe, or Alaskan native Village, you are the responsible entity and must take responsibility for conducting the environmental review. For this special project, the general sequence of actions is (1) you contact your HUD field environmental officer (FEO) to learn the exact procedure to follow for your special project; (2) you follow the FEO’s technical advice on how to conduct the review; (3) you submit documentation (as advised by the FEO) to the FEO. After the FEO determines that the

environmental review has been satisfactorily conducted, the FEO will so inform you and provide a date after which you may commit funds for the project. The FEO will simultaneously inform HUD's Special Projects Office in Washington that your environmental review has been satisfactorily conducted and that the grant funds may be released for your special project.

If you are a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, you must solicit an appropriate responsible entity to conduct the environmental review on your behalf. (To get started, you should contact the HUD FEO listed on the pages following and ask for advice on which responsible entity would best be able to do the environmental review for you.) After that the general sequence of actions is similar to that described above.

In summary, as a FY **2005** EDI-SP applicant, you must ensure that a responsible entity completes the environmental review and you must submit the necessary documentation described above to a designated HUD field office for its review and approval and for written notice to you that your grant funds are released.

3. WHAT ARE THE RESPONSIBILITIES OF A RECIPIENT WHEN THE EDI SPECIAL PROJECT FUNDS ARE FOR A PROJECT THAT HAS ALREADY BEGUN CONSTRUCTION USING NON-HUD FUNDS?

If a construction contract was entered into before December 8, 2004, when the Consolidated Appropriations Act of 2005 (PL 108-792) was signed into law, further construction activities should cease pending completion of the environmental review and approval of Request for Release of Funds/Certification (RROF/C), to the extent practical and to the extent permitted in accordance with the previously executed contract. As stated below, you may not enter into additional construction contracts or take other choice-limiting commitments or actions, including making a commitment of HUD or non-HUD funds to the project, prior to contacting the responsible entity and until an environmental review is complete and an RROF/C is approved by HUD.

4. WHEN MAY A RECIPIENT COMMIT ITS SPECIAL PROJECT FUNDS?

You may commit your funds only after you have received written notice from the appropriate FEO that they have approved the release of funds, unless the funds are for activities that have been documented as exempt or categorically excluded and not subject to related laws. You may not take any actions nor commit any HUD funds or any non-HUD funds which would cause actions that are choice-limiting among reasonable alternatives or would produce an adverse environmental impact, before HUD has approved the environmental certification of compliance, and the request for release of funds.

5. WHEN SHOULD YOU START THE ENVIRONMENTAL REVIEW?

You should get the review process started right away, even while our Project Team will review your application and contact you if any more information is needed. Otherwise, you should

receive an approval package in the near future. In the conduct of the environmental review, you may be asked to provide information necessary for completing the environmental analysis in an expeditious and comprehensive manner. Information about both natural resources and the built environment, including manmade hazardous will need to be collected. Wetlands, coastal barrier resources, wild and scenic rivers, and endangered species, are all examples of natural resource data that may be required. Information about the built environment and manmade hazards include proximity of project to or the potential impact of industrial operations, airports, landfills, incinerators, and noise producing infrastructure (major highways, roads, rail lines, or other transportation routes, etc.). Additionally, grant applicants may be required to comply with the requirements under the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 – 4128) and the Coastal Barrier Resources Act (16 U.S.C. 3501)

**ENVIRONMENTAL OFFICERS AND CONTACTS ADDRESS LIST
JANUARY 2005**

REGION 1 NEW ENGLAND

Regional Environmental Officer

Thomas Melone
New England Regional Office
10 Causeway Street
Boston, MA 02222-1092
Phone: (617) 994-8374
FAX: (617) 565-5442
E-mail: Tom_Melone@hud.gov

CONNECTICUT

Christopher Higgins (**Serves CT, RI**)
Field Environmental Officer
HUD- Hartford Field Office
One Corporate Center-19th Floor
Hartford, CT 06103-3220
Phone: (860) 240-4800 x3072
FAX: (860) 240-4859
E-mail: Christopher_Higgins@hud.gov

MAINE

(See Thomas Melone under Massachusetts)

MASSACHUSETTS

Thomas Melone (**Serves MA, ME, NH, and VT**)
Regional Environmental Officer
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NEW HAMPSHIRE

(See Tom Melone under Massachusetts)

RHODE ISLAND

(See Chris Higgins under Connecticut)

VERMONT

(See Tom Melone under Massachusetts)

REGION 2 NEW YORK/NEW JERSEY

Regional Environmental Officer

See Tom Melone under MA

NEW JERSEY

Michael Furda
Field Environmental Officer
HUD-Newark Field Office
One Newark Center
1085 Raymond Boulevard
Newark, NJ 07102
Phone: (973) 622-7900 x3304
FAX: (973) 645-4461
E-mail: Michael_R._Furda@hud.gov

NEW YORK

Therese Fretwell (**Serves southern New York and NYC**)
Field Environmental Officer
HUD-New York City Regional Office
26 Federal Plaza
New York, NY 10278-0068
Phone: (212) 264-2885 x3445
Fax: (212) 264-09993
E-mail: Therese_J._Fretwell@hud.gov

Buffalo Field Office (Serves northern New York)

Ronald Monti
Field Environmental Officer
HUD-Buffalo Field Office
Lafayette Court
465 Main Street, Second Floor
Buffalo, NY 14203-1780
Phone: (716) 551-5755 x5813
Fax: (716) 551-5634
E-mail: Ronald_L._Monti@hud.gov

REGION 3 MID-ATLANTIC

Regional Environmental Officer

William Skwersky
Philadelphia Regional Office
100 Penn Square East
Philadelphia, PA 19107-3380
Phone:(215)656-0624 x3222
FAX:(215) 656-3442
E-mail: William_Skwersky@hud.gov

DELAWARE

(See William Skwersky under Pennsylvania)

DISTRICT OF COLUMBIA

(See Robert Herbert under MD)

MARYLAND

Robert Herbert (**Serves MD and DC**)
Field Environmental Officer
HUD- Baltimore Field Office
10 So. Howard Street, 5th Floor
Baltimore, MD 21201-2505
Phone:(410) 962-2520 x3053
FAX:(410) 962-7250
E-mail: Robert_H._Herbert@hud.gov

PENNSYLVANIA

William Skwersky (**Serves eastern PA, and DE**)
Regional Environmental Officer
Philadelphia Field Office
100 Penn Square East
Philadelphia, PA 19107-3380
Phone:(215)656-0624 x3222
FAX:(215) 656-3442
E-mail: William_Skwersky@hud.gov

Pittsburgh Field Office (Serves western PA and WV)

Michael E. Whitelock
Field Environmental Officer
HUD-Pittsburgh Field Office
339-6th Avenue, 6th Floor
Pittsburgh, PA 15222-2515
Phone:(412) 644-6932
FAX:(412) 644-2678
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VIRGINIA

Kerry Johnson
Field Environmental Officer
HUD- Richmond Office
600 E. Broad Street
Richmond, VA 23219-1800
Phone: (804) 771-2100 x3835
FAX: 804-771-2090
E-mail: Kerry_Johnson@hud.gov

WEST VIRGINIA

(See Michael Whitelock under PA-Pittsburgh Area Office)

REGION 4 SOUTHEAST/CARIBBEAN

Regional Environmental Officer

Linda Poythress
Atlanta Regional Office
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Atlanta, GA 30303-3388
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FAX:(404) 731-2853
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ALABAMA

(See Linda Poythress under Regional Environmental Officer)

PUERTO RICO

John H. Roldan, Jr. (**serves Virgin Islands**)
Field Environmental Officer
HUD-Caribbean Office
Administracion de Terrence Bldg
171 Chardon Ave., Suite 301
San Juan, Puerto Rico 00918-0903
Toll Free: (888) 245-5436-Phone:(787) 766-5400 x2033
FAX:(787) 766-5995
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FLORIDA**Ubaldo (Al) A. Cazzoli (Southern FL – Miami)**

Field Environmental Officer
HUD- Miami Field Office
Brickell Plaza Federal Building
909 SE First Avenue, Suite 500
Miami, FL 33131-3028
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FLORIDA**Northern FL - Jacksonville**

(See Harry Walls under Georgia)

GEORGIA**Harry Walls (Serves GA, TN, and northern FL)**

Field Environmental Officer
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KENTUCKY

(See Linda Poythress under Regional Environmental Officer)

NORTH CAROLINA**Lenwood E. Smith (Serves SC)**

Field Environmental Officer
Greensboro Field Office
1500 Pinecroft Road, Suite 401
Greensboro, NC 27407-3838
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MISSISSIPPI

(See Linda Poythress under Regional Environmental Officer)

SOUTH CAROLINA

(See Lenwood Smith under NC)

TENNESSEE

(See Harry T. Walls under GA)

VIRGIN ISLANDS

(See John Roldan under Puerto Rico)

REGION 5 MIDWEST

ILLINOIS

Steve Vahl **(Serves IN)**
Field Environmental Officer
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INDIANA

(See Steve Vahl under IL)

MICHIGAN

(See Kathleen Schmidt under MI)

MINNESOTA

(See Kathleen Schmidt under WI)

OHIO

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WISCONSIN

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REGION 6 SOUTHWEST

Regional Environmental Officer

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ARKANSAS

(See Lester Berman under Regional Environmental Officer)

TEXAS

HUD- Fort Worth Field Office

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HUD-San Antonio Area Office

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LOUISIANA

(See W. Laurence Doxsey under TX- San Antonio Office)

NEW MEXICO

(See Lester Berman under Regional Environmental Officer)

OKLAHOMA

(See Lester Berman under Regional Environmental Officer)

REGION 7 GREAT PLAINS

Regional Environmental Officer

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IOWA

(See Sandra Freeman under MO)

KANSAS

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MISSOURI

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(See Paul F. Mohr under KS for Western MO)

NEBRASKA

(See Paul Mohr under MO)

REGION 8 ROCKY MOUNTAINS**COLORADO****Howard Kutzer (Serves CO, UT, WY, MT ,ND, SD)**

Regional Environmental Officer

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MONTANA

(See Howard Kutzer under CO)

NORTH DAKOTA

(See Howard Kutzer under CO)

SOUTH DAKOTA

(See Howard Kutzer under CO)

UTAH

(See Howard Kutzer under CO)

WYOMING

(See Howard Kutzer under CO)

REGION 9 PACIFIC/HAWAII**Regional Environmental Officer**

Ernest Molins

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ARIZONA

(See Ernest Molins under CA)

CALIFORNIA

Ernest Molins (Serves NV, AZ, HI and northern CA)

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Elizabeth McDargh (Serves southern CA)

Field Environmental Officer
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GUAM

(See Ernest Molins under CA)

HAWAII

(See Ernest Molins under CA)

NEVADA

(See Ernest Molins under CA)

REGION 10 NORTHWEST/ALASKA

Regional Environmental Officer

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ALASKA

(See Deborah Peavler-Stewart or Sara Jensen under WA)

IDAHO

(See Deborah Peavler-Stewart or Sara Jensen under WA)

OREGON

(See Deborah Peavler-Stewart or Sara Jensen under WA)

WASHINGTON

Deborah Peavler-Stewart (Serves WA, ID, OR and AK)

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